

## **POLICE OFFICER**

### **Class Definition**

Under supervision, performs law enforcement duties in the protection of life and property.

### **Distinguishing Characteristics**

Police Officer is the journey level class in the Police series. Work normally consists of routine police tasks performed according to department rules and regulations. Incumbents receive general and special instructions and must be able to act without direct supervision. Police Officer is distinguished from Police Sergeant in that the latter is the first-line supervisory level in which incumbents perform supervisory work. It is distinguished from Police Officer Recruit in that the latter is the entry level class in which incumbents perform under direct supervision.

### **Typical Tasks**

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Patrols a specified sector or area on foot or by vehicle.

Arrests law violators and criminal suspects; issues citations for traffic law violations; testifies and/or presents evidence in court.

Responds to fires, accidents, or other unusual occurrences, when assigned, and maintains crowd or traffic control.

Responds to calls regarding wanted or missing persons and lost children.

Responds to crime scenes, searches for and preserves evidence; investigates and follows up clues, searches for and apprehends violators; interviews suspects, prisoners, complainants and witnesses to obtain information about crimes.

Investigates cases involving juveniles; performs crime prevention in the investigation of offenses against or by juveniles.

Performs investigations as directed by superior officers.

Prepares written reports of investigations.

Coordinates Reserve Officer activities.

Trains Police Officer Recruits.

Coordinates crime prevention and youth activities.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of the English language and the ability to speak and write clearly and correctly.

Knowledge of the social problems of the urban community, including racial, religious, and ethnic group relations.

Knowledge of the geography of the City.

Ability and strength to perform prolonged and arduous tasks under adverse conditions.

Ability to remember names, faces and details.

Ability to react quickly and calmly in emergencies.

Ability to understand and follow written and oral instructions.

Ability to develop skill in the proper use and care of firearms.

Ability to deal courteously but firmly with the general public.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

*Minimum Qualifications*

Promotional - Six months of experience as a Police Officer Recruit with the City of Fresno and successful completion of the Field Training Program,

OR

Lateral - Two years of experience and current employment performing the full range of duties as a sworn Peace Officer with a local governmental law enforcement agency, and possession of a California State Peace Officer Standards and Training (P.O.S.T.) Basic Certificate; and must be at least 21 years of age at time of appointment.

*Necessary Special Requirements*

Must be a citizen of the United States or a permanent resident alien who is eligible, and has applied, for citizenship.

Must possess a valid California Driver's License at time of appointment.

Must successfully complete a polygraph test, a psychological examination, a medical examination, and an extensive background investigation prior to appointment.

Bilingual abilities, as may be required to meet community needs.

APPROVED: \_\_\_\_\_  
Director of Human Resources

DATE: \_\_\_\_\_

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